



KING COUNTY
DEPUTY DIRECTOR
DEPARTMENT OF EXECUTIVE SERVICES/ HUMAN RESOURCES DIVISION

Annual Salary: \$78,643 - \$99,685
Job Announcement No.: 04JD4072
Open: 2/23/04 Close: 3/8/04

WHO MAY APPLY: This position is open to all King County employees and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Jim Devereux, King County Human Resources Division, 500 Fourth Ave., Room 450, M.S. ADM-ES-0450, Seattle, WA 98104** or hand-delivered to the King County Administration Building, Human Resources Management Office at the above address. Application materials must be received **by 4:00 p.m. on or before the closing date**. Applications not received at the location above, by the closing date and time, will not be processed. Contact Jim Devereux (206) 296-8590 for further inquiries.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and letter of interest detailing your background and describing how you meet or exceed the stated qualifications.

WORK LOCATION: King County Administration Building, 500 Fourth Ave., Seattle, WA.

WORK SCHEDULE: This is a career-service position exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 8:00 a.m. to 5:00 p.m. Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: Summary – This position assists the Human Resource Division (HRD) Director in managing the County's central Human Resources function. The ideal candidate will be able to:

- Develop collaborative relationships with a wide variety of customers and stakeholders including HRD staff, operating departments' senior management, county-wide human resource staff, King County Executive's office, Union Representatives, and King County Council Staff;
- Effectively operate in a dynamic and political environment where issues and priorities may change on a regular basis;
- Effectively address emergent human resource issues and challenges that may have policy, legal and/or political considerations;
- Initiate and implement positive change through effective communication, technology, process improvement, and sound fiscal administration;
- Effectively serve as a key member of the HRD Senior Management Team, providing input and direction on the Division's strategic goals, human resource initiatives, policies, procedures, and guidelines.
- Effectively manage staff and establish a culture of teamwork with a commitment to deliver high quality customer service both within HRD and to the County's operating departments.

The duties may include the following:

- Assist the Human Resource Division Director in managing the County's Human Resources Division.
- Serve as a key advisor to the HR Director on all human resource related matters.
- Assist the HRD Director in the preparation, implementation, and monitoring of the Division's budgets.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Assist in the management, supervision and oversight of human resource functions some of which may include employment and diversity, benefits, classification and compensation, organizational and individual productivity, safety and claims, EEO investigations
- Ensure operating departments are receiving effective and efficient human resource services.
- Ensure efficient and collaborative coordination between the HR support functions (e.g., technology, quality assurance, department communications) and core HR functions (e.g., employment and diversity, benefits, classification and compensation, organizational and individual productivity, safety and claims).
- Oversee development of HRD's annual work program.
- Regularly review core human resource processes and services, obtain feedback from customers and stakeholders, identify areas of improvement; make recommendations to the HR Director for process improvement. Anticipate customer needs, respond proactively.
- Develop, implement, and interpret human resource policies, procedures and guidelines.
- Analyze and evaluate human resource policies, procedures and guidelines, and make recommendations on revisions to the HR Director.
- Revise human resources policies, procedures, and guidelines to conform with newly implemented legislation. Provide feedback and input into legislation as needed.
- Participate as a key member of the division's senior management team providing input and direction on the Division's strategic goals, human resource initiatives, policies, procedures, and guidelines and the implementation and administration of the County's Human Resources Unification Project.
- Supervise staff, including hiring, mentoring, training, providing growth and development, developing performance expectations, and holding employees accountable for performance and conduct.

QUALIFICATIONS: Successful candidates must have the education and experience necessary to demonstrate the knowledge, skills, and abilities in the following areas:

- Knowledge of local, state, and federal regulations relating to human resource management.
- Knowledge of management and supervisory techniques and principals.
- Knowledge of process improvement techniques and principals.
- Knowledge of budgeting techniques and principles.
- Knowledge of financial analysis techniques and principles.
- Demonstrated ability to make positive change within a work group or organization.
- Demonstrated ability to work effectively as a team leader.
- Demonstrated ability to work collaboratively with a variety of stakeholders and customers.
- Demonstrated ability to effectively manage challenges affecting a work unit or large organization including organizational and cultural changes.
- Demonstrated ability to build consensus among a diverse group of individuals with varying opinions.
- Demonstrated ability to make decisions with limited information.
- Demonstrated ability to effectively supervise, motivate, and direct staff.
- Demonstrated ability to handle multiple competing priorities.

- Demonstrated ability to effectively handle sensitive personnel situations.
- Excellent oral and written communications skills.
- Skill in strategic planning.
- Skill in problem solving and resolving conflict between two or more parties.
- Skill in providing high level customer service.
- Skill in policy analysis and development.
- Skill in working in a political environment.

NECESSARY SPECIAL REQUIREMENTS: A valid Washington State driver's license or an alternate ability to travel around the County is required.

SELECTION PROCESS: Applicants will be screened for qualifications, clarity and completeness of application materials. Qualified applicants may proceed to an interview.

UNION MEMBERSHIP: This position is not represented by a union.

CLASS CODE: 1082100